



## Instructions for Completing the Monthly Record of Work Search

**You can report your work search efforts online through the Michigan Web Account Manager (MiWAM) by visiting [www.michigan.gov/uia](http://www.michigan.gov/uia) or by completing a minimum of two contacts each week and submitting this form in the manner identified below. Your documented effort to seek work is subject to a random audit.** Simply posting your résumé to a jobs website or an employer's website does not constitute a valid work search. You must apply for a specific job in the manner prescribed in the job posting. **If you do not complete and submit this form each month, a determination will be made on your eligibility for those week(s) you were paid but did not submit this work search.** This may have an effect on your eligibility for future payments and/or you may be required to pay back the benefits you were paid for the week(s) in question, plus any applicable interest and penalties.

In accordance with the Michigan Employment Security Act, Section 28(6)(b), this form must be returned no later than the end of the fourth week from the "First Week Ending Date" that you listed on the reverse side of this form. If you certify for the "First Week Ending Date" and return to work, the Work Search must be submitted within four weeks of the first week ending date in order for it to be on time. You do not have to wait to complete the four weekly searches to submit this form.

For example, if you certify for week ending February 28th by March 7th, your work search form must be completed and returned by March 28th even if you do not use all of the weeks on the form. This form must be returned within four weeks after the first date that you certified.

S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	1ST WEEK
15	16	17	18	19	20	21	2ND WEEK
22	23	24	25	26	27	28	3RD WEEK
29	30	31	1	2	3	4	4TH WEEK

### SUBMITTING YOUR WORK SEARCH

You must submit your completed work search online by logging into your MiWAM account at [www.michigan.gov/uia](http://www.michigan.gov/uia), or by mailing or faxing your completed work search to:

**Warehouse/OMSC**  
**14333 Woodrow Wilson**  
**Detroit, MI 48238-2812**  
**Fax Number: 1-517-636-0427**

**The following information must be completed for two employers per week on the Monthly Record of Work Search form in order to continue to receive benefit payments.**

- **Week Ending Date** – these dates are for the weeks you are claiming. The dates start on Sunday and end on Saturday. Write the Saturday date for each week.
- **Date of Contact** – the dates of your work search must fall within the week ending date (Sunday through Saturday) for each week.
- **Name of Employer** – write the name, if known, of the online job search site, the employment service or agency that was contacted. If the search was done online and the employer was not specified, enter the name of the search engine, employment service or employment agency.
- **Employer Address/Online Location Telephone Number** – enter the physical address or online website address of where the work was sought. If the search was done by telephone, enter the phone number used.
- **Name and Title of Person Contacted** – enter the name and title, if known, of the person contacted, or the area contacted (e.g., human resources department, website address), or indicate "not known."
- **Method of Contact** – enter how contact was made, (e.g., in person, phone, mail, fax, email, online, by résumé, response to job ad, etc.)
- **Type of Work Applied for** – enter the type of work applied for (e.g., factory worker, retail sales, wait staff, truck driver, etc.)
- **Results** – enter results of work search, (e.g., submitted résumé and/or application, not accepting applications, not hiring, scheduled for interview, etc.)

If you have any questions about this form or work search requirements, call 1-866-500-0017 (TTY customers use 1-866-366-0004) between 8:00 AM and 4:30 PM (Eastern Time) Monday through Friday.

## Monthly Record of Work Search

Section 28(6) of the Michigan Employment Security Act requires that you engage in an active work search for each week you are claiming unemployment benefits. **You must contact a minimum of two employers per week**, and report the details and results of each work search effort online or on this form. Complete and submit this form **no later than four weeks** from "First Week Ending Date" you have completed via mail, fax, online or an in-person visit to a Michigan Works Agency (MWA) location. State Law further provides that your work search effort is subject to random audit. To maintain benefit eligibility, you are urged to maintain records reflecting your attempts to secure employment, e.g., copies of mailed documents, emails, and other online confirmation and to keep a copy of this form for your records.

**Date Mailed/Faxed:** \_\_\_\_\_

**Enter your Social Security Number**

**Name:** \_\_\_\_\_

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(Please print clearly and use black ink)

Date of Contact	Name of Employer	Employer Address/ Online Location Telephone Number	Name and Title of Person Contacted	Method of Contact	Type of Work Applied for	Result (Application submitted, interview, hiring, not hiring, etc.)
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**First Week Ending Date:** \_\_\_\_\_


**Second Week Ending Date:** \_\_\_\_\_


**Third Week Ending Date:** \_\_\_\_\_


**Fourth Week Ending Date:** \_\_\_\_\_


**Your Certification:** By signing this form, I am reporting my work searches for the week(s) shown above. The information reported on this form is true and correct to the best of my knowledge and belief. "Under section 54 of the Michigan Employment Security Act, MCL 421.54, intentional misrepresentations of fact are subject to civil and criminal penalties, including an administrative penalty of up to 400% the amount of any unemployment benefits procured through intentional misrepresentation and/or criminal prosecution in the form of a misdemeanor or a felony, as warranted."

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

